




FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE

	POLICY NUMBER: 499-01	EFFECTIVE DATE: 05/09/2016	
	SUBJECT: Telephone and Address		
	APPROVED BY:  STEVEN D. HEBBE, CHIEF OF POLICE		

PURPOSE:

To insure that current addresses and phone numbers are documented.

POLICY:

In case of emergency or other necessities that require contacting employees, employees are required to immediately advise of any changes in the status of their personal phone service and/or the location of their residence.

PROCEDURE:

All employees will maintain either a traditional telephone or a working personal cell phone at their residences. In the alternative, for employees who have been issued a Department cell phone, the employee shall ensure their department issued cell phone is on and with them at all times.

Any change of phone number or address will be reported to the Chief's Administrative Aide, the Communication Center Supervisor, and their immediate supervisor, as soon as these changes take effect. All employees are responsible for updating their personal information within the PowerDMS system, under their person information folder.